BOARD OF GOVERNORS OF CONCORDIA UNIVERSITY

MINUTES OF THE OPEN SESSION OF THE ANNUAL GENERAL MEETING OF THE BOARD OF GOVERNORS HELD ON THURSDAY, JUNE 13, 1985 AT 1:30 P.M., H-769, SGW CAMPUS

ATTENDANCE: Mr. D. W. McNaughton, Chairman, Mr. W. E. McLaughlin,O.C., Chancellor, Mr. M. J. Bourgault, C.M., Mr. R. Burns, Mr. J. Dinsmore, Dr. C. Draimin, Mr. J. Roy Firth, Me A. Gervais, Prof. R. Greenberg, Mr. R. K. Groome, O.C., Mr. R. Hiscox, Dr. 5. Hoecker-Drysdale, Dr. M. Hogben, Dr. P. Kenniff, Mrs. B. J. Lande, C.M., Prof. G. Martin, Ms. V. Monkman, Mr. J. J. Pepper, Dr. T. S. Sankar, Ms. J. Szabo, Prof. K. Waters, Dr. F. R. Whyte, Rev. A. Graham, S.J., Secretary.

Guests: Dr. H. Habib, Dr. J. Hill, Mr. M. Judson, Ms. Y. Lifshitz.

Advisory Board: Mr. C. W. Webster.

Absent with apologies: Mr. T. Fenwick, Mr. L. Ian MacDonald, F. Paul E. Martin, Fr. W. W. Stinson, Mr. C. I. Taylor.

Absent: Mr. A. Lakhani.

DOCUMENTS CONSIDERED AND ATTACHED TO THESE MINUTES

BG-85-7-D46 - Resolutions re signing officers of the University.
BG-85-7-D48 - Planning Committee's Annual Report.

The Secretary distributed copies of the photograph of the Board taken in March. The names of those present and the absentee members were affixed.

1.1 Chairman's Remarks

Notice having been given and a quorum being present, the Chairman opened the meeting. He mentioned that he had thanked the retiring members and welcomed the new members to the Board at the beginning of the closed session. He wished all members a happy summer and safe travels.

1.2 When the agenda was proposed, the Rector asked that a No. 2.5 be added concerning a special fee to be collected by the Concordia University Students' Association for the Capital Campaign. With this addition, the agenda was accepted as presented.

1.3 It was moved and seconded (Gervais, Bourgault) and unanimously RESOLVED:

R85-98 *THAT the minutes of the open session of May'29, 1985, be approved.*

2. Business Arising from the Minutes

2.1 Report of the Planning Committee

2.1 The Chairman, Mr. Dinsmore, informed the meeting that a report from the Planning Committee had been presented and resolutions had been passed in the closed session and that a document would be made public concerning the resolutions approved by the Board. He also distributed a document formalizing the work of the Planning Committee in 1984-85 (BG-85-7-D48).

2.2 Report and Resolutions of the Ad Hoc Committee on Board Structures and Procedures

The Chairman, Dr. S. Hoecker-Drysdale, briefly summarized remarks which she had made at the closed session and stressed the fact that the Committee has worked for a period of several years and has reached a point where it is prepared to seek legal counsel in preparing suggested changes for the By-laws of the University and the General Procedures of the Board of Governors. Specific resolutions concerning the size and the composition of the Board of Governors were tabled at the closed session of this meeting and will be considered in September 1985.

2.4 Resolution on Signing Authority

The Rector introduced BG-85-7-D46 and informed the meeting that the document had been discussed at some length at the meeting of the Finance Committee. He has, therefore, made some changes which will be reflected in the resolutions. It should be noted that these resolutions concern sighing authority and are meant to supplement comprehensive budget management directives which will be enunciated during the coming months.

It was moved and seconded (Kenniff, Dinsmore) and unanimously RESOLVED:

WHEREAS it was resolved on 29 May 1995 that "The Rector be mandated to pursue the objective of submitting a balanced budget for 1985-86, including the carrying charges for the accumulated deficit, and to implement a new system of budget review and control to ,teach this objective";

WHEREAS the preparation and submission of such a budget will be undertaken in the first month of the fiscal year;

WHEREAS *until the Rector has fulfilled his aforesaid mandate and submitted a balanced budget, immediate measures must be taken to revise existing practices with respect to signing authority for operating expenditures;*

WHEREAS *all units and departments of the university are assigned annually and are presently in possession of what is commonly referred to as an operating budget, in which areas and amounts of maximum allowable expenditure are detailed and defined according to the Chant of Accounts;*

WHEREAS *it is urgent and necessary for the Board of Governors to establish a formal policy on signing authority for expenditures.*

R85-99 *THAT*

1. Expenditures of not mote than $5,000 may be authorized by Department Chairs or Unit Heads;

R85-100 *2. Expenditures of between $5,000 and $50,000 may be authorized by a Dean or a unit head reporting directly to a Vice-Rector;*

R85-101 *3. Notwithstanding paragraphs 7 and 2, no expenditures may be authorized by the- designated administrators for more than a single budget year;*

R85-102 *4. Expenditures of between $50,000 and $1 million may be authorized by the appropriate Vice-Rector;*

R85-103 *5. Expenditures of $1 million or more must be authorized by the Rector;*

R85-104 *6. Signing authority hereby delegated to an administrator may be additionally exercised by his ox her hierarchical superiors only;*

R85-105 *7. In the absence of the Rector and the appropriate Vice-Rector, the Rector may, in writing and for a time limited to the duration of the absence, delegate the absent administrator's signing authority to another Vice-Rector;*

R85-106 *8. The signing authority conferred by this resolution with respect to expenditures supersedes pro tanto existing policies and practices with respect signing authority on the same subject; it continues to be governed and restricted by existing and future policies with respect to any limits on powers to commit oh to spend operating funds of the University;*

R85-107 *9. For the purposes of this resolution, "expenditures" include any contracts involving or leading to the commitment or the expenditure of operating funds of the University.*

2.5 Special fee to be collected by CUSA for the Capital Campaign

Mr. Hiscox spoke about the resolution taken recently by the Board of Directors of the Concordia University Students' Association in which they have approved the collection of a special fee from undergraduate students to be contributed to the Capital Campaign. This fee is to be collected over a period of five years and will be voluntary. However, Mr. Hiscox stated that he expected the vast majority of the undergraduate students to contribute to the Campaign. It is estimated that this special undergraduate student fee will bring approximately $2 million to the Capital Campaign. CUSA intends to make a concerted effort to pursuade the students of the purpose and the value of their contribution. Their Board of Directors has requested that the monies contributed have a designated objective in the building programme in order better to identify their contribution in a tangible way. The Rector stated that he was delighted to second the resolution and congratulated the Executive of the Students' Association over their concern for Concordia and their trust in its future.

It was moved and seconded (Hiscox, Kenniff) and unanimously RESOLVED:

R85-108 *THAT pursuant to a unanimous resolution of Concordia University Students' Association Board of Directors:*

1. *The Board of Governors approve the collection of a special fee of $1.00 per credit from all undergraduate students for a period of five years beginning in the Fall term of 1985;*

R85-109 2. *Such monies to be maintained in a capital campaign trust account, and interest to be credited to the undergraduate students' contribution;*

R85-110 3. *That an entry be made on each student contract to the effect that "This fee is a special fee representing the undergraduate students' contribution to the Capital Campaign of Concordia University. It has been approved by the Concordia University Students' Association and the University Board of Governors as a special voluntary fee".*

3. Report of the Rector

The Rector mentioned that the convocations begin this evening. He encouraged members of the Board to attend the convocation ceremonies.

4. Report of the Vice-Rectors

Dr. Whyte informed the Board that he will have an academic report for the September meeting.

6. Any other business

Dr. Michael Hogben spoke of the extensive work voluntarily contributed to the University by the members of the Board of Governors chosen from the community-at-large and the Alumni Associations.

8. The next meeting will be Thursday, September 19, 1985 at 12:00 noon, H-762, SGW Campus.

Aloysius Graham. S.J.,
Secretary